

# FTA Section 5310

## Grant Application Program Information and Instructions Package

Contact Person: Neil Sherman  
Department of Rail and Public Transportation  
1313 East Main Street, Suite 300  
Richmond, Virginia 23218-0590  
Telephone: (804) 786-1154  
Email: [neil.sherman@drpt.virginia.gov](mailto:neil.sherman@drpt.virginia.gov)



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## Introduction

The Virginia Program Information Application Package should be completed by agencies seeking to apply for financial assistance to purchase capital equipment. Eligible applicants for the FTA Section 5310 Program include:

- a. Non-profit corporations and associations for the specific purpose of assisting them in providing transportation services meeting special needs of elderly persons and persons with disabilities for whom mass transportation services are unavailable, insufficient or inappropriate;
- b. Public bodies approved by the State to coordinate all private non-profit transportation services for elderly persons and persons with disabilities in the public body's service area.
- c. Public bodies which certify to the Governor that no nonprofit corporations or associations are readily available in an area to provide coordinated transportation services for elderly persons and persons with disabilities in the public body's service area.

Under this FTA program, grant funds are distributed to states on the basis of their elderly and disabled populations. In FY2008, the Commonwealth of Virginia can expect to receive approximately \$2,000,000 in Section 5310 funds. This money is available only for capital improvements (i.e., no operating monies) relating to the provision of transportation services to the elderly and disabled. The Federal grant provides for 80 percent of the total cost with the applicant being responsible for the 20 percent balance.

The Department of Rail and Public Transportation (DRPT) has been designated as the agency to administer Virginia's FTA Section 5310 program. Eligible applicants submit applications to DRPT for evaluation and selection.

## **Schedule of Application Process Activities**

The application process is set up on an annual cycle and the process from program announcement to equipment delivery, takes approximately fourteen months to complete. Noted below are the key dates for the process.

### **November 2005**

The application process begins with the announcement of the program. After CAREFULLY READING THE APPLICATION INSTRUCTIONS, eligible organizations must complete **ALL** parts of the application: FY 2007 Grant Application Program Certification Package, FY2008 Grant Application Budget Package and FY 2007 Grant Application Narrative Documents Package.

Upon completing the application, submit the online grant and submit the following information to the DRPT main office:

**Articles of Incorporation/Private nonprofit**  
**Copy of Letter of Exemption IRS Section 501 C3**  
**Copies of Public notices printed in area newspapers**  
**List of local, public and private human service agencies**  
**One copy of letter of notice to human service agencies**  
**Letters of response from human service agencies (one copy only)**  
**Copy of letter of notice to PDC**  
**Copy of letter of notice to MPO/urban area applicants**  
**Signed FTA Certifications and Assurances**  
**Completed Title VI Rights Form**  
**Copy of Vehicle Insurance Package**

**The above information must be submitted to:**

**Neil I. Sherman, Specialized Program Manager**  
**Virginia Department of Rail and Public Transportation**  
**Post Office Box 590**  
**Richmond, Virginia 23218-0590**

**February 1, 2007**

**APPLICATIONS MUST BE RECEIVED AT THE ABOVE ADDRESS NO LATER THAN 4:00 PM ON Wednesday, February 1, 2007 TO BE CONSIDERED FOR FUNDING.** Applicants may confirm DRPT's receipt of their application by calling Mr. Sherman at (804) 786-1154. LATE APPLICATIONS SUBMITTED ON THE DRPT WEB SITE WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.

**February 2007**

DRPT conducts an administrative review of all applications.

**February 2007**

An Advisory committee, comprised of representatives from various state agencies involved with human service transportation, assists with evaluating proposals to develop a priority ranking of applications. The process used to evaluate proposals is based on a set of established criteria and a scoring scheme. Since the amount of money available is limited, the ranking of projects and conditions relating to an agency's fleet mileage will determine which proposals are funded and the number of vehicles to be awarded.

**April 2007**

DRPT reviews the recommendations of the advisory committee and combines all selected applications into a program of projects

**June 2007**

Commonwealth Transportation Board approves The FTA Section Program of Projects.

**July 2007**

Program of Projects reviewed by the Federal Transit Administration (FTA).

**October 2007**

DRPT executes a contract agreement with each awarded recipient. DRPT then conducts the procurement of vehicles and equipment. Competitive bidding is required for equipment purchase and specific procedures have been established to ensure compliance with Federal and State regulations.

**February- April 2008**

After equipment is delivered to the recipient. The recipient is required to submit periodic monitoring and evaluation reports to DRPT. A summary of these requirements is described on page 8 of this document.

# **Vehicles and Equipment**

## **Equipment Eligible for Purchase**

A major change in the FTA Section 5310 Program is that transportation equipment to be requested under this program will only be vehicles with accessible lift or ramps. To meet the needs with people with disabilities and increase coordination opportunities DRPT has decided only accessible vehicles will be purchased. (Refer to page 7 for a brief description of each vehicle type available.)

Due to the demand for funds, grants currently funded through the FTA Section 5310 program are primarily awarded to purchase vehicles that are: (1) required to replace unsafe equipment currently in operation; and (2) augment fleets that do not have sufficient carrying capacity to transport clients to existing services. Unsafe vehicles are defined as vehicles that have surpassed their useful life, (i.e. minimum of 4 years or 100,000 miles) and have frequent breakdowns, increasing the potential for hazardous operations.

DRPT has developed specifications for standard vans, small buses, and lift equipment that it uses for competitive bidding purposes. Further, fleet discount prices can be obtained when ordering several vehicles from one vendor. Therefore, applicants should select the equipment that they wish to apply for from the categories listed on page 26 of this section. DRPT is responsible for the invitations to bid, bid awards, etc., necessary for vehicle purchase.

## **Use of Vehicles**

Vehicles acquired under the Section 5310 Program may be used only in the following ways:

- a. By the eligible applicant in a coordinated human service transportation program as described in its application.
- b. Section 5310 funded vehicles or other equipment that are operated by an agent other than the agency in the grant application, must be approved by DRPT.
- c. Vehicles acquired under the Section 5310 may be leased to a private for-profit operator only for the services identified in the grant application, when such companies could not otherwise provide required services and where such arrangements result in more efficient and effective service for elderly persons with disabilities.

## **Shared Use**

During those periods when a vehicle is not needed for specific grant related purposes, equipment may be used for services to other elderly and disabled persons. After the needs of these groups have been addressed, the vehicle may be used for transportation of other members of the general public, on a space available basis, if such use is incidental to the primary purpose of transporting the elderly or disabled. Vehicles may also be used for non-mass transportation human service activities such as "meals on wheels" delivery if such use is incidental to the primary purpose of the vehicle and does not interfere with the intended use of the vehicle. The number of vehicles applied for must be determined by the number of passengers not meal delivery capacity.

### **Title of Vehicles**

Organizations receiving grant funds can only title their vehicle(s) to the grant recipient.

### **Co-Titling of Vehicles**

It may be beneficial for recipients to co-title vehicles with local governmental entities, in order to take advantage of blanket insurance rates or to participate in bulk purchase of fuel, maintenance and supplies. This is permitted where it results in a direct benefit to the recipient in providing special service, and as long as the recipient maintains continuing control over the vehicle and utilizes the vehicle for its authorized purpose.

### **First Lien-Holder**

The Department of Rail and Public Transportation will be the First Lien-Holder on all FTA Section 5310 vehicles.

### **Equipment Descriptions**

A. Below is a brief description of the various types of vehicles that may be obtained through a Section 5310 grant. Further information about project equipment may be obtained from Mr. Sherman at [neil.sherman@drpt.virginia.gov](mailto:neil.sherman@drpt.virginia.gov).

- ♦ **Modified minivan** - a minivan with wheelchair ramp.
- ♦ **9-Passenger raised roof van with wheelchair lift.**
- ♦ **10-passenger body on chassis vehicle with wheelchair lift.**
- ♦ **14-passenger body on chassis vehicle with wheelchair lift.**
- ♦ **15-passenger body on chassis vehicle with wheelchair lift.**
- ♦ **19-passenger body on chassis vehicle with wheelchair lift.**

THE NUMBER AND LOCATION OF WHEELCHAIR PLACEMENTS WILL INFLUENCE SEATING CAPACITY FOR WHEELCHAIR ACCESSIBLE VEHICLES.

## **Evaluation and Selection of Projects Program Criteria**

In the **FTA 5310 Narrative Documents Package**, applicants should exhibit a high probability of success by a sound managerial and operating strategy, and reflect the capability to properly monitor, maintain and repair equipment to ensure safe and reliable transportation. They should also reflect cooperative planning and coordination efforts. Coordination is defined as the joint action of two or more organizations to provide transportation services to the elderly and disabled. Such joint actions can include the common sharing of transportation facilities and/or equipment or cooperative arrangements, which improve service efficiency levels.

DRPT is required by FTA to assure that grant recipients have provided for maximum coordination of transportation services. DRPT is making coordination of transportation services the most important goal and priority of Virginia's Section 5310 program.

**RATING: MAXIMUM POINTS POSSIBLE = 100**

### **Insurance Requirement**

All recipients of the Section 5310 program should have vehicle liability insurance coverage of the following:

- \$1,500,000 – 7 to 15 passenger vehicle
- \$5,000,000 - 16 passenger's vehicle or more

### **Post-Grant Reporting and Monitoring Requirements**

Upon receiving a Section 5310 grant, an agency will sign a contract with DRPT, which, among other things, will commit the agency to certain reporting and certification requirements.

#### **I. Post-Grant Reporting Requirements**

Grantees are required to submit six-month operating reports to DRPT throughout the useful life of the equipment.

#### **II. on Site Inspections**

On-site inspections will be completed by DRPT staff to monitor the maintenance procedures used for vehicles obtained by human service agencies through the FTA Section 5310 program. The purpose of conducting inspections will be to evaluate the operating status of an agency's fleet and the preventive maintenance procedures employed by grantees to ensure that the proper manufacturing maintenance practices are utilized.



# Instructions for Completing Application Administrative Review

\*\* Private nonprofit organizations should attach to this section a copy of your agency's Articles of Incorporation and copy of the letter of exemption for the applicant under Section 501(c) 3 of the Internal Revenue Code.

## **Certification and Assurances**

The Certification and Assurances can be found on page 4 of the FY2007 Grant Application Program Certification Package. Only the signature sheet on page 16 needs to be Submitted to DRPT.

## **Notifying Interested Parties of Your Intent to Apply**

In order to allow public comment on your grant application, applicants are required to notify all parties in your service area that might have an interest in your grant application.

First, applicants are to develop and publish a public notice of intent to apply for a FTA Section 5310 grant. This notice must be advertised in the local newspaper and should appear **AT LEAST 14 DAYS** before the application submittal deadline. In other words, the public notice should be advertised by January 15, 2006. A sample public notice is provided below. A copy of your public notice printed in your local paper must be attached to the application.

## **Sample Public Notice**

The ECHO, Inc. from Leesburg, Virginia proposes to provide transportation for developmentally disabled individuals in the county of Loudoun for the purpose of transporting developmentally disabled individuals to and from training, and other community integration and socialization projects. Funds are being requested from the Commonwealth of Virginia to purchase a 9-passenger van with a wheelchair lift through the FTA Section 5310 Program. The vehicle will be used to transport wheelchair participants and ambulatory participants from their homes in Loudoun County to ECHO, Inc. and back to their homes from 6:00am to 6:00pm of the We invite any interested public or private transit or paratransit operator in the Leesburg-Loudoun area to comment on the proposed services by sending a written notice by February 1, 2006 to Mr. Neil Sherman, Department Rail and Public Transportation Division, P.O. Box 590, Richmond, Virginia 23218-0590, and to ECHO, Inc.P. O. Box 2277, Leesburg, Virginia 22075.

Note: An actual copy or reasonable facsimile of the notice as it appeared in the newspaper must be included in the application.

**Public Bodies that apply for the FTA Section 5310 Program are required to hold a public hearing on the application to receive comments from the general public.** A copy of a public notice announcing the applicant's public hearing, published in a major newspaper, must be attached to this part of the FTA Section 5310 application. Such notice must be published at least fourteen (14) calendar days in advance of the date of the hearing. A verbatim transcript of the public hearing proceedings must be available, and a summary of the proceedings must be submitted with the FTA Section 5310 application. A sample of a public hearing notice is below:

### **Sample Public Hearing Notice**

Notice is hereby given that the public is being given an opportunity to request a public hearing concerning the application for federal funds to support transportation services for elderly persons and persons with disabilities by FASTRAN, service of the Fairfax County Department of Community and Recreation Services. A copy of the application is available for public inspection at FASTRAN, Department of Community and Recreation Services, Fairfax County, 12011 Government Center Pkwy, Suite 710 Fairfax, VA 22035. The public hearing will be held on January 12, 2006. Any comments made at the public hearing will be submitted to the Department of Rail and Public Transportation for inclusion into the grant application.

**All applicants are required to contact all private nonprofit human service agencies in your service area to advise them of your intent to apply for a grant.** Applicants are expected to look for opportunities to work with these other agencies to share resources and offer mutual support. It is a highest priority of the FTA Section 5310 program to ensure that the greatest amount of productivity possible will be realized for elderly and disabled transportation programs supported through these vehicle awards. It is often possible for agencies to share equipment and resources or to coordinate transportation services to eliminate duplication. Copies of response letters must be attached to the application. A sample letter of notification to human service agencies is provided on page 11.

Applicants should submit (1) sample letter of notification forwarded to human service agencies in their service area. Applicants should also include a list of all human service agencies informed of your intent to apply for FTA Section 5310 funds.

## **Sample Letter of Notification to Local Human Service Transportation Providers**

Dear Sir/Madam:

Pleasant View Home and Regional Center in Broadway, Virginia, intends to provide a fixed mini-bus route for developmentally disabled individuals in the County of Rockingham, which includes the City of Harrisonburg, Towns of Broadway, Bridgewater, Dayton, Elkton, Grottoes, Mt. Crawford, and Timberville. The purpose is to transport the developmentally disabled individuals to and from Developmental Day Programs, and other community integration and socialization projects that are deemed necessary to increase the independence of the developmentally disabled.

Funds are being requested from the Commonwealth of Virginia to purchase a 9-passenger van with lift through the FTA Section 5310 Program. The Commonwealth of Virginia's policy states that where possible, recipients should coordinate with other local providers who provide transportation services to enhance resource-sharing opportunities.

We invite you, as a local provider within the Harrisonburg-Rockingham area, to comment on the proposed services. We are particularly interested in exploring opportunities to work with your agency to coordinate services, share resources, or pursue other activities that will mutually benefit our transportation programs. If you are interested in exploring this further, please notify us at the Pleasant View Home and Regional Center, P.O. Box 426, Broadway, Virginia 22815. (Letters of support from human service agencies should not be sent to DRPT.)

If you have any questions, please feel free to call me.

Sincerely yours,

John Doe  
Executive Director  
JV: ss

## **Intergovernmental Review**

### **Planning Requirements: Non-Urbanized Areas**

Their regional intergovernmental clearinghouse must review section 5310 projects in non-urbanized areas. This review is obtained by submitting the project to the regional Planning District Commission (PDC). Projects must be submitted to the PDC by January 31, 2006.

The applicant is required to send a letter to its regional Planning District Commission (PDC) describing its proposal for FTA Section 5310 funding. A sample letter is provided below.

The letter must explain the type and amount of funding requested and the transportation service the applicant intends to provide. Any comments by the PDC regarding the proposal must be sent to Neil Sherman of DRPT. The addresses for Virginia's PDC's are provided in this document beginning on page 15.

### **Sample Letter to PDC**

Executive Director  
Richmond Regional Planning District Commission  
Interstate Center  
2104 West Laburnum Ave., Suite 101  
Richmond, Virginia 23227

Dear Sir:

The Capital Area Association of Senior Citizens (CAASC) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment. As part of the application process, we are required to notify our regional planning organization and request an Intergovernmental Review of our grant request.

CAASC is requesting funding to purchase three 9-passenger vans with lifts. Our plan is to provide demand-responsive transportation for our elderly clients in the Richmond metropolitan area, to get to agency-related activities, medical appointments, grocery stores, and other destinations. We request that you, as the regional planning body, take appropriate action to fulfill the Intergovernmental Review and direct all comments on the proposed service to:

Mr. Neil Sherman  
Specialized Program Manager  
Department of Rail and Public Transportation Division  
P.O. Box 590  
Richmond, Virginia, 23218-0590

If you have any questions about our proposal, please feel free to call me.

Sincerely,

J.H. Doe  
Executive Director

**Requirements for Urbanized Areas** - Northern Virginia, Hampton Area, Richmond Area, Petersburg Area, Lynchburg Area, Roanoke Area, Kingsport Area, Bristol Area, Charlottesville Area, Winchester Area, Harrisonburg Area, Montgomery County (Blacksburg and Christiansburg), and the Danville Area. (Populations areas having more than 50,000 populations.)

Applicants in the urbanized areas listed above must notify their Metropolitan Planning Organization (MPO) of their intent to apply for Section 5310 funds. FTA Section 5310 applicants must request that the proposed project be included in the annual element of the region's Transportation Improvement Program (TIP). A TIP is a transportation plan, which must be developed for each urbanized area as a condition of funding. The comprehensive planning process results in plans and programs that are consistent with the development of the urbanized areas. The Annual Element is a list of transportation improvement projects proposed for implementation during each transportation program year. Each urbanized area has its own annual elements. A sample letter is provided below and the addresses of the MPO's are provided in this document beginning on page 18.

## **Urbanized Areas Only Sample Letter to MPO**

Executive Director  
Richmond Metropolitan Planning Organization  
Interstate Center, 2104 West Laburnum Avenue, Suite 101  
Richmond, Virginia 23219

Dear Sir:

The Capital Area Association of Senior Citizens (CAASC) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization and request that the project be included in the annual element of the Transportation Improvement Program. CAASC is requesting funding, to purchase three 9-passenger vans with lifts. The total cost of the project is approximately \$90,000.00. The federal grant is for 80 percent of the total cost with agency being responsible for the 20 percent balance.

Our plan is to provide demand-responsive transportation for our elderly clients, in the Richmond metropolitan area, to get to agency-related activities, medical appointments, grocery stores, and other destinations.

Please send documentation that the project has been included in the TIP to the address listed below:

Mr. Neil Sherman, Specialized Program Manager  
Department of Rail and Public Transportation Division  
P. O. Box 590  
Richmond, Virginia 23218-0590

This information is required for our application to be considered for approval. If you have any questions about our proposal, please feel free to call me.

Sincerely,

J.H. Doe  
Executive Director

Active involvement by the PDC or MPO in coordinating human service transportation services may be helpful to your application. If such involvement exists, it must be documented by the PDC/MPO and presented to DRPT. In addition, the following schedule must be met:

Comments from the PDC/MPO must be received by DRPT no later than February 2, 2006. The PDC/MPO must describe its involvement in the planning, coordination, or improvement of human service transportation programs in its region.

## **Planning District Commissions**

### **DISTRICT 1**

Ronald C. Flanary, Executive Director  
Lenowisco Planning District Commission  
P.O. Box 366  
Duffield, Virginia 24244

### **DISTRICT 2**

Andrew Chafin, Executive Director  
Cumberland Plateau Planning District Commission  
P.O. Box 548  
Lebanon, Virginia 24266

### **DISTRICT 3**

Thomas G. Taylor, Executive Director  
Mount Rogers Planning District Commission  
1021 Terrace Drive  
Marion, Virginia 24354

### **DISTRICT 4**

David W. Rundgren, Executive Director  
New River Valley Planning District Commission  
P.O. Box 21  
Radford, Virginia 24141

### **DISTRICT 5**

Wayne H. Strickland, Executive Director  
Roanoke Valley-Allegheny Regional Commission  
Fifth Planning District Commission  
P.O. Box 2569  
Roanoke, Virginia 24010

### **DISTRICT 6**

William H. Strider, Executive Director  
Central Shenandoah Planning District Commission  
112 MacTanly Place  
Staunton, Virginia 24401

### **DISTRICT 7**

Stephen W. Kerr, Executive Director  
Lord Fairfax Planning District Commission  
103 East Sixth Street  
Front Royal, Virginia 22630

### **DISTRICT 8**

G. Mark Gibb  
Northern Virginia Planning District  
7535 Little River Turnpike, Suite 100  
Annandale, Virginia 22003



DISTRICT 9

Mark Van de Water  
Rappahannock-Rapidan Planning District Commission  
420 Southridge Parkway Suite 106  
Culpeper, Virginia 22701

DISTRICT 10

Harrison B. Rue, Executive Director  
Thomas Jefferson Planning District Commission  
Post Office Box 1505  
Charlottesville, Virginia 22902-1505

DISTRICT 11

Gary Christie, Executive Director  
Region 2000  
Post Office Box 817  
Lynchburg, Virginia 24505

DISTRICT 12

Robert W Dowd, Executive Director, AICP  
West Piedmont Planning District Commission  
P.O. Box 5628  
Martinsville, Virginia 24115-5628

DISTRICT 13

Joyce I. French, Executive Director  
Southside Planning District Commission  
P.O. Box 150  
South Hill, Virginia 23970

DISTRICT 14

Jack Houghton, Executive Director  
Piedmont Planning District Commission  
Post Office Box P  
Farmville, Virginia 23901

DISTRICT 15

Paul E. Fisher, Executive Director  
Richmond Regional Planning District Commission  
Interstate Center  
2104 West Laburnum Ave., Suite 101  
Richmond, Virginia 23227

DISTRICT 16

Stephen H. Manster, Executive Director  
Rappahannock Area Development Commission  
Post Office Box 863  
Fredericksburg, Virginia 22404

DISTRICT 17

Jerry W. Davis, Executive Director  
Northern Neck Planning District Commission  
P.O. Box 1600  
Warsaw, Virginia 22572

DISTRICT 18

Dan Kavanagh, Executive Director  
Middle Peninsula Planning District Commission  
P.O. Box 286  
Saluda, Virginia 23149

DISTRICT 19

Dennis K. Morris, Executive Director  
Crater Planning District Commission  
Post Office Box 1808  
Petersburg, Virginia 23803

DISTRICT 22

Paul Berge, Executive Director  
Accomack-Northhampton Planning District Commission  
P.O. Box 417  
Accomack, Virginia 23301

DISTRICT 23

Arthur L. Collins, Executive Director  
Hampton Roads Planning District Commission  
723 Woodlake Drive  
Chesapeake, Virginia 23320

## **Metropolitan Planning Organizations**

### **BRISTOL AREA**

Rex Montgomery  
Metropolitan Planning Organization  
City of Bristol, Tennessee  
P.O. Box 1189  
Bristol, Tennessee 37621-1189

### **CHARLOTTESVILLE AREA**

Harrison B. Rue, Executive Director  
Metropolitan Planning Organization  
Post Office Box 1505  
Charlottesville, Virginia 22902-1505

### **DANVILLE AREA**

Robert W. Dowd, Executive Director  
Metropolitan Planning Organization  
P.O. Box 1191  
Martinsville, Virginia 24112

### **FREDERICKSBURG AREA**

Stephen H. Manster, Executive Director  
Rappahannock Area Development Commission  
3304 Bourboun Street, Third Floor  
Fredericksburg, Virginia 22408

### **HAMPTON ROADS/CHESAPEAKE AREA**

Arthur Collins, Executive Director  
Metropolitan Planning Organization  
723 Woodlake Drive  
Chesapeake, Virginia 23320

### **KINGSPORT AREA**

William A. Albright  
LENOWISCO Metropolitan Planning Organization  
225 West Center Street  
Kingsport, Tennessee 37660

### **LYNCHBURG AREA**

Gary Christie, Executive Director  
Transportation Planning Council  
P.O. Box 817  
Lynchburg, Virginia 24505

### **RICHMOND AREA**

Paul E. Fisher, Executive Director  
Richmond Area Metropolitan Planning Organization  
Interstate Center, Suite 101  
2104 W. Laburnum  
Richmond, Virginia 23227

ROANOKE AREA

Wayne Strickland, Executive Director  
Metropolitan Planning Organization  
P.O. Box 2569  
Roanoke, Virginia 24010

TRI-CITIES AREA

Dennis Morris, Executive Director  
Metropolitan Planning Organization  
P.O. Box 1808  
Petersburg, Virginia 23803

TRANSPORTATION PLANNING BOARD OF THE METROPOLITAN WASHINGTON  
COUNCIL OF GOVERNMENTS (NATIONAL CAPITAL REGION)

Ronald Kirby, Executive Director  
National Capital Region Transportation Planning Board  
Metropolitan Washington Council of Governments  
777 North Capitol Street, Suite 300  
Washington, D.C. 20002-4226

Winchester Area

Stephen W. Kerr, Executive Director  
Lord Fairfax Planning District Commission  
103 East Sixth Street  
Front Royal, Virginia 22630

Harrisonburg Area

William H. Strider, Executive Director  
Central Shenandoah Planning District Commission  
112 MacTanly Place  
Staunton, Virginia 24401

Montgomery County Area

Dan Brugh  
Blacksburg-Christiansburg-Montgomery Area MPO  
755 Roanoke Street, Suite 2E  
Christiansburg, VA 24073-3181

## Checklist for FTA Section 5310 Application

- \_\_\_\_\_ General Information
- \_\_\_\_\_ Articles of Incorporation/Private nonprofit
- \_\_\_\_\_ Copy of Letter of Exemption IRS Section 501 C3
- \_\_\_\_\_ Copies of Public notices printed in area newspapers (Must be advertised by January 15, 2006)
- \_\_\_\_\_ List of local, public and private human service agencies
- \_\_\_\_\_ One Copy of letter of notice to human service agencies
- \_\_\_\_\_ Letters of response from human service agencies, (ONE COPY ONLY)
- \_\_\_\_\_ Copy of letter of notice to PDC
- \_\_\_\_\_ Copy of letter of notice to MPO/urban area applicants
- \_\_\_\_\_ Signed FTA Certifications and Assurances
- \_\_\_\_\_ Completed Title VI Civil Rights Form
- \_\_\_\_\_ Copy of Vehicle Insurance Package